

This Notice Expires 1 December 1964

## MANAGEMENT

22 October 1963

## RESPONSIBILITIES OF SUPERVISORS

1. Regulatory issuances are published from time to time which place upon supervisors recurring responsibilities for which there is no automatic reminder by administrative procedure or employee request. Sometimes there is a requirement that regulatory material be reviewed by all employees at specific time intervals, or periodically, or there is the general injunction that it be brought to the attention of all employees. There are also regulations concerning the responsibilities of all employees in such fundamental matters as observance of security, and conduct on and off the job; inherent in the supervisory function is a continuing responsibility for ensuring a general awareness of such requirements.

2. Supervisors are expected to be acquainted with all regulatory issuances having to do with activities in which they are involved, and all supervisors are expected to be thoroughly familiar with those issuances which relate to personnel management. They are expected to read carefully each regulation and each change to the regulations as they are published, and to bring to the attention of employees under their supervision any provisions which are of general concern. They are expected, furthermore, to maintain whatever systems of self-reminder they may choose to bring about the periodic reviews which are required either at specific times or generally. The purpose of this notice is to remind supervisors of this important aspect of their responsibilities, and to provide assistance in the form of check-lists or summaries which may be useful in achieving general and current familiarity with Agency regulations.

3. Attachment 1 is a compilation of excerpts from issuances of significance to all employees which, either specifically or by implication, contain some form of requirement for periodic review. The compilation will be revised from time to time as necessary.

4. Attachment 2 is a summary of regulatory changes, in both regulations and notices, issued during the period 1 June - 30 August 1963. It will be issued on a quarterly basis hereafter.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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